



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE  
OFFICE OF THE CHIEF, PNP  
Camp BGen. Rafael T Crame, Quezon City

NOV 30 2020

MEMORANDUM CIRCULAR

No.: 2020-082

TEST PARAMETERS IN THE CONDUCT OF TEST AND  
EVALUATION FOR REFRIGERATED MICRO CENTRIFUGE

1. REFERENCES:

- a. Republic Act No. 9184 entitled, "An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes and its Revised Implementing Rules and Regulation (IRR);"
- b. NAPOLCOM Resolution No. 2020- 0152 entitled, "Approving the Prescribed Minimum Standards for Refrigerated Centrifuge" dated February 26, 2020;
- c. PNP Memorandum Circular (MC) No. 2020-059 entitled, "Prescribing the Minimum Technical Specifications for Refrigerated Micro Centrifuge" dated September 9, 2020; and
- d. UESB Resolution No. 2020-017 entitled, "Approving the Proposed Minimum Specifications of Refrigerated Micro Centrifuge" dated August 7, 2020.

2. RATIONALE:

This Memorandum Circular (MC) covers all the components of Refrigerated Micro Centrifuge to be procured by the Philippine National Police (PNP).

3. SITUATION:

A Refrigerated Centrifuge is a piece of equipment that can accommodate considerable amount of sample of reagents in a tube for separation or sedimentation purposes by applying a very strong force to spin/rotate perpendicularly. The centrifuge works using the sedimentation principle, where the centrifugal acceleration causes denser substances and particles to move outward in the radial direction. Refrigerated Micro Centrifuge is useful because even a small volume sample or reagent is fit to separate or sediment at its high speed. The short-spin key, soft brake, and fast temp features optimize the overall function of the centrifuges. Faults are diagnosed automatically and fault codes are also displayed.

The PNP specifically the Health Service needs the equipment considering the present COVID 19 pandemic. The Refrigerated Micro Centrifuge will be a very useful tool for the PNP HS in laboratory examinations because it can be used in the separation or sedimentation of small volume laboratory samples at high speed.

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#### 4. PURPOSE:

To establish policy guidelines and test parameters for the conduct of functional test and evaluation for Refrigerated Micro Centrifuge purposely to enhance the capability of the PNP Health Service through acquisition of essential equipment.

#### 5. DEFINITION OF TERMS:

For purposes of this MC, the following terms shall mean:

- a. **Additives** - refer to substances added to something in small quantity to improve or preserve it.
- b. **Brush or Carbon Brush** - refers to an electrical contact which conducts current between stationary wires and moving parts, most commonly in a rotating shaft. Typical applications include electric motors, alternators, and electric generators.
- c. **Centrifuge** - refers to a piece of equipment that puts an object in rotation around a fixed axis, applying a force perpendicular to the axis of spin that can be very strong. The centrifuge works using the sedimentation principle, where the centrifugal acceleration causes denser substances and particles to move outward in the radial direction.
- d. **Centrifugal force** - refers to Latin words Centrum, meaning "center", and fugere, means "to flee", is the apparent force that draws a rotating body away from the centre of rotation.
- e. **Centrifugation** - refers to a process which involves the use of centrifugal force for the sedimentation of heterogeneous mixtures with a centrifuge.
- f. **Induction Motor or Asynchronous Motor** - refers to an AC electric motor in which the electric current in the rotor needed to produce torque is obtained by electromagnetic induction from the magnetic field of the stator winding.
- g. **Lid Lock** - refers to a mechanism for keeping a door, lid, etc., fastened, typically operated only by a key of a particular form.
- h. **Microprocessor** - refers to an integral circuit that contains all functions of a central processing unit of a computer.
- i. **Relative Centrifugal Force (RCF)** - refers to the ratio of the centrifugal acceleration at a specified radius and the speed to the standard acceleration of gravity.
- j. **Rotor** - refers to a moving component of an electromagnetic system in the electric motor, electric generator, or alternator. Its rotation is due to the interaction between the windings and magnetic fields which produces a torque around the rotor's axis.

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## 6. GUIDELINES:

- a. The Directorate for Research and Development (DRD), shall function as independent testing facility of the PNP. As required, its personnel shall perform their duties and functions pursuant to the PNP Memorandum Circular 2015-015;
- b. The composition of the TWG for the conduct of Post-Qualification Test and the TWG for Inspection and Acceptance shall be meticulously selected by the Bids and Awards Committee (BAC) or the Committee on Inspection and Acceptance (CIA). The TWG shall be headed by the most senior Police Commissioned Officer (PCO) who shall be appointed by the BAC in case of post-qualification test, or the CIA, in case of inspection and acceptance test;
- c. The Chief of the concerned Division of the end-user unit or other competent PCO from the Health Service shall be automatically included as members of the TWG;
- d. To strengthen check and balance or to maintain transparency, in no case shall a member of the TWG for Post-Qualification be selected as member of the TWG for Inspection and Acceptance;
- e. The post-qualification test and the conduct of inspection and acceptance test shall be based on the most recent standard issued by NAPOLCOM and the specifications issued by the PNP for Refrigerated Centrifuge;
- f. Additional technical requirements imposed by the BAC may only be considered in the conduct of test if the same are properly reflected in the bidding documents or in its supplemental bid bulletin (SBB). Likewise, in case there is a need to conduct additional tests, which are not included in the approved test parameters, the same may be allowed only if the additional test parameters are properly reflected in the bidding documents or in its SBB;
- g. GPPB Circular No. 06-2016 with subject "Expenses Related to the Conduct of Post-Qualification" shall be observed during the conduct of post-qualification. Hence, the administrative and operational expenses shall be charged to the proceeds of the sale of the bidding documents as indirect cost of administrative cost pursuant to GPPB Resolution No. 04-2012;
- h. On the other hand, administrative and operational expenses for the conduct of test and evaluation during inspection and acceptance shall only be imposed upon supplier if the same were included in the computation of the Approved Budget for the Contract and integrated in the preparation of the Project Management Plan;

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- i. Consistent with the "pass or fail criteria," non-compliance with the NAPOLCOM-approved standard and PNP specifications during post-qualification test is a ground for post-disqualification;
- j. If during the inspection and acceptance test, the items delivered by the supplier failed to pass any test and/or inspection or do not conform with the specifications, the same shall be subject to the provision of Clause 16.4 of the General Conditions of the Contract of the Philippine Bidding Documents;
- k. Samples submitted for post-qualification and acceptance test and evaluation shall not be considered part of the delivered items, unless otherwise specifically provided in the bidding documents. Except in cases where samples are considered part of the delivered items or when a Motion for Reconsideration is filed by the suppliers with the BAC or CIA, all samples submitted shall be returned to the suppliers immediately after the termination of the post-qualification and acceptance test and evaluation; and
- l. All the members of the TWG shall sign the result of the post-qualification and acceptance test and evaluation. In case there are disagreements on the findings of the TWG, the member who did not conform with the findings/results is allowed not to sign the report, provided that he will submit his written explanation, which shall be attached to the report of the TWG.

## 7. PROCEDURE:

### a. Visual/Dimensional and Technical Specifications Evaluation

- 1) **Purpose:** To ascertain if the Refrigerated Micro Centrifuge conforms with the NAPOLCOM-approved standard and PNP specifications through the conduct of visual, dimensional, and technical specification evaluation.
- 2) **Procedures:** To validate the visual, dimensional and technical specifications of the equipment based on the brochure submitted, and/or actual inspection/evaluation of the equipment for its conformity as indicated in NAPOLCOM-approved standard, PNP-Approved Specifications and other requirements.
- 3) **Standard:** The Refrigerated Micro Centrifuge must conform with the NAPOLCOM-approved standard, PNP-approved specifications and other requirements. Any defect noted during the test shall be classified as major defect and a basis for disqualification or non-acceptance of the items.

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Nr.	Standard	Result	Remark	Class of Defects
(1)	The item should be tidy and must not have any disfigurements, such as deflection and hollowness.			Major
(2)	The markings on the machine must be legible.			Major
(3)	All components must be complete and compatible			Major

#### b. Functional Test

Note: A technician or authorized trained representative of the proponent must be present to operate or guide the actual operation of the equipment.

- 1) **Purpose:** To ensure that the Refrigerated Micro Centrifuge is in good condition.
- 2) **Preparation/Installation of the Instrument:** Prior to functional test, installation of all complimentary equipment, accessories, and verification of the operational condition of the Refrigerated Micro Centrifuge must first be established. Any abnormal performance or condition that was detected must be referred to the supplier.
- 3) **Actual Test:** A functional test must be performed based on the operational manual of the Refrigerated Micro Centrifuge.
- 4) **Standard:** The submitted/delivered Refrigerated Micro Centrifuge be able to deliver its purpose and perform all the required tests. Any defect noted during the test shall be classified as major defect and a basis for post-disqualification or non-acceptance of the item.

Nr.	Particular	Standard	Output	Remarks	Class of Defect
(1)	Switch On	All operating keys and displays must be illuminated.			Major
(2)	Structure / Housing	Must be galvanized steel chassis with armored plating.			Major
(3)	Chamber	Must be stainless steel			Major
(4)	Drive	Must be induction drive without carbon brushes			Major
(5)	Refrigerator	Must be pre-cooling or set temperature.			Major

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(6)	Safety Function	Must be manufacturer standard.			Major
(7)	Rotor identification	Must be automatic or ideal fit.			Major
(8)	Operating Interface	Must be microprocessor or intuitive control.			Major
(9)	Display	Must be LCD or easy to read.			Major
(10)	Capacity	Must have at least 24 x 1.5/2 ml.			Major
(11)	Speed Control Range	Programmable up to 14,800 RPM			Major
(12)	Relative Centrifugal force	Must have a maximum of 21,630xg			Major
(13)	Temperature Range	Must be adjustable (-10 °C to 40 °C))			Major
(14)	All Parameters	Can be selected and changed during operation.			Major

**8. REPEALING CLAUSE:**

All previous MCs inconsistent with the foregoing are hereby modified, amended, or repealed accordingly.

**9. EFFECTIVITY:**

This MC shall take effect immediately after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII, E.O. No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



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